

An Overview of Madden Hall.

Madden Hall is a medium-sized building with a maximum occupancy of 250 people. The hall may be opened up to provide one large room, or divided into three separate rooms, using modern movable walls. These new walls were installed in 2011, and provide excellent sound insulation and privacy for smaller gatherings. The hall has the following features conducive to events:

- Professional grade kitchen (new in 2010)
- Clean, modern restrooms (updated in 2010)
- Chairs and tables to seat 250
- Fluorescent and recessed lighting options
- Small platform for speakers or presentations
- Flexible room size

Scheduling an Event

If you would like to schedule Madden Hall:

1. First, contact parish office to ask approval for your event.. 843-873-0631
2. Be certain you understand all charges and fees.
3. After event has been approved and the deposit has been paid, reserve your date by filling out a "Date Request Form" at www.stjohnthebelovedcatholic.org.
4. We can only rent the hall to parishioners.

Fees and Charges:

Insurance fee: \$120 (required for every event. Cannot be waived.)

Cleaning deposit: \$200 (returned if hall is left as you found it.)

Table setup/teardown charge:\$100

Room Rental :

Kitchen: \$100

Room A: \$100

Room B: \$50

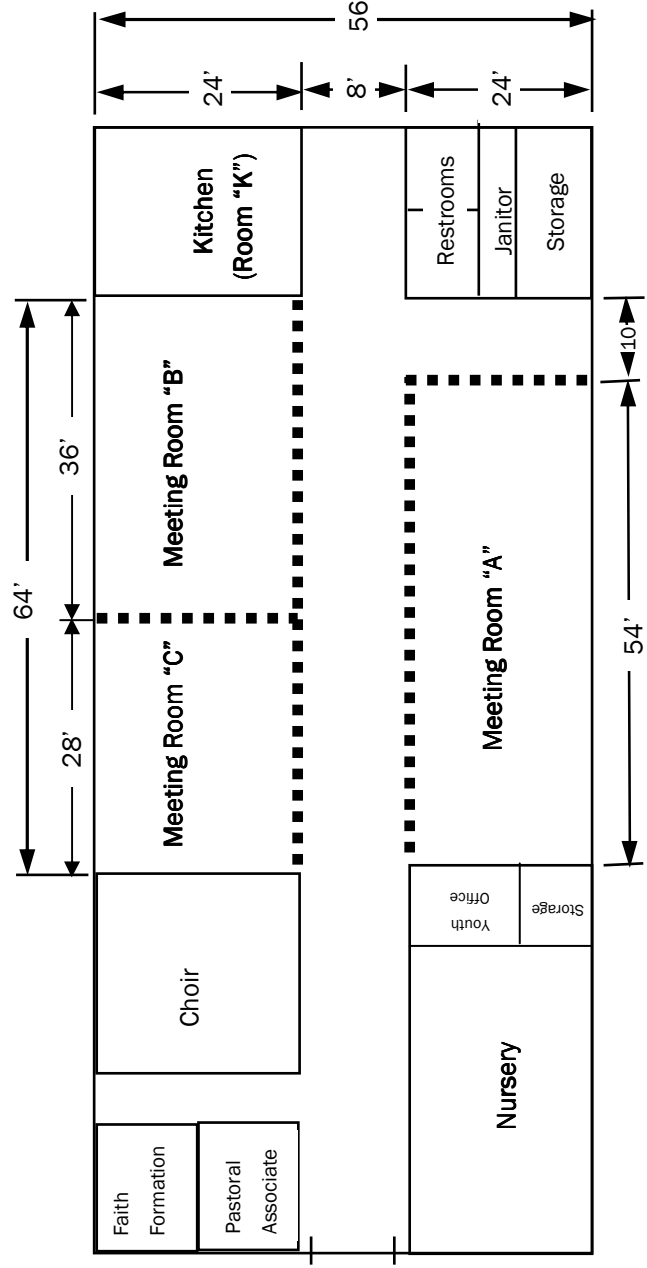
Room C: \$50

Rooms A,B & C: \$200

Expectations:

Deposits: Insurance fees must be paid at least 8.5 weeks in advance of your event date. Cleaning Deposit must be paid prior to scheduling your event. It is expected that the room will be left as you found it. If you have paid the setup/teardown fee, you are still expected to perform a good cleaning, including cleaning up any spills and large debris. A sweep and mop of the floor is included in your setup/teardown fee. If you do your own setup/teardown, it is expected the floor will be clean when you leave.

Madden Hall interior layout



NOTE: Broken lines indicate the location of movable partition walls. One or more of these walls can be removed if needed. This diagram is for planning purposes. Measurements are accurate, but the drawing is not to scale.